



RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT

EARLY EDUCATION ADMINISTRATOR

DEFINITION:

Under the direction of Agent: Early Education is responsible for assisting with the administration of the Early Education department at the Preschool level and for providing leadership in the ongoing development and administration of the child development department.

ESSENTIAL DUTIES:

- Assumes the role of the Agent: Early Education in her/his absence.
- Provides administrative support to the Agent: Early Education in the overall management of the department programs and operations.
- Assists the Agent: Early Education and the staff in determining objectives and identifying department needs as the basis for developing long and short range curricular and organizational plans.
- Assist in the implementation and maintenance of an effective, developmentally appropriate instructional program, including innovation and change.
- Confers with students, parents, and teachers to resolve individual student academic and behavioral problems.
- Assist with supervising the safety and security of the students, buildings, and grounds, including paraprofessionals, apprentices, and volunteers.
- Evaluates and/or assists the Director in evaluating members of the certificated and classified personnel staff and encourages individual staff members with leadership potential.
- Assists in developing and implementing all aspects of State, Federal, and other funded programs with local, state, and federal guidelines.
- Assists in planning, supervising, and directing funded programs which includes development of needs assessments and budgets, annual self-study documents, implementation of district-wide reform, and ongoing evaluation to determine whether student needs are being met.
- Assists with the planning, organization and coordination of staff development activities for which the department is responsible.
- Gathers required data, prepares accurate reports, monitors project/program compliance with all applicable regulations.
- Actively contributes to the fiscal responsibility and solvency of the department and each of its programs.
- Assists in planning, supervising, and directing the state, federal, and other funded program budgets in accordance with all policies, procedures, and laws.
- Provides for effective parental involvement activities throughout department programs.
- Coordinates/attends activities of related meetings and events as identified.
- Creates communication and sharing networks throughout the department, district, community, and related fields as beneficial to the successful operation of department programs.
- Performs other duties as assigned by the Director.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and federal guidelines for the early education program.

ABILITY TO:

- Analyze situations carefully and adopt an effective course of action
- Establish and maintain effective professional working relations with staff, District personnel, community, and other agencies
- Make presentations to various audiences and to facilitate organizational development
- Supervise and evaluate the performance of assigned staff
- Interpret, apply and explain rules, regulations, policies and procedures
- Attend and support District and school events

EXPERIENCE AND EDUCATION:

EXPERIENCE:

- Three (3) years of successful teaching experience in preschool.

EDUCATION:

- Master's degree from an accredited college or university
- Possession of a valid California teaching credential and a valid California administrative credential K-12
- Possession of EL authorization or equivalent.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- TB Skin Test as required by State law
- Fingerprints on file as required by State law

PHYSICAL DEMANDS:

Physical class:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours
 Frequently/Medium - 3 to 6 hours
 Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

****Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.***

Frequent motion:

Twisting:	Low	Elbow flexion/extension:	Frequently
Wrist flexion:	Frequently	Reaching to shoulder level:	Occasionally
Reaching to above shoulder level:	Occasionally	Reaching below shoulder level:	Frequently
Forward shoulder/neck flexion:	Occasionally - 3 hours per day		

Sensory requirements:

Ability to see:	Constantly	Ability to smell:	Constantly
Ability to hear:	Constantly	Ability to touch:	Constantly
Ability to talk:	Constantly		

Must be able to deal with these environmental considerations:

Heat:	Has own controls	Fluorescent lights:	Yes
Odor:	Yes	Floor may be slippery at times:	Tiled areas
Noise:	Yes	Working in close quarters with others:	Yes, all the time
Moisture:	Occasional	Humidity:	Occasional
Working inside:	95% of the day	Working outside:	5% of the day

This job requires:

Alertness:	Constantly	The use of two hands:	Constantly
Attention to detail:	Constantly	Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.			

Ability to deal with psychological factors:

Team work:	Constantly	Frustration:	Moderate - depends on the time of year
Level of responsibility:	High	Repetitive tasks:	Yes, signature
Must keep up with schedule:	High	Able to work extended hours as needed: High	
Dealing with upset employees, parents, community members:	Moderate		

Physiologic factors:

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

Revision Date: 7/1/14

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**